

Multifamily Tenant Characteristics System (MTCS)



**Families Ending Participation Report Guide
September 1999**

Table of Contents	Page
1. SUMMARY	1
2. ACCESS THE FAMILIES ENDING PARTICIPATION REPORT	2
2.1. PROGRAM SELECTION	2
2.2. LEVEL OF INFORMATION.....	2
2.3. SELECT THE FAMILIES ENDING PARTICIPATION REPORT	3
3. DATA FIELD DEFINITIONS	4
4. REPORT APPLICATIONS	9
4.1. KEY DATA FIELDS	9
4.2. PHA USES FOR THE REPORT	10
4.3. HUD USES FOR THE REPORT.....	11

1. Summary

The *Families Ending Participation* report provides demographic and income information for families who ended participation **in the last 12 months**. This report gives information about tenants who leave assisted housing.

This report displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users to:

- Access the *Families Ending Participation* report
 - Understand MTCS data fields
 - Interpret and use the data contained in the report
- * This guide is for *Families Ending Participation* report and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access the Families Ending Participation Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu*, you must select one of the programs listed below to view this report.

1. Public Housing
 2. Indian Mutual Help
 3. Indian Rental
 4. Section 8 Moderate Rehabilitation
 5. All Offices of PIH Programs
 6. Public & Indian Housing
 7. Indian Housing
 8. Section 8 Certificates & Vouchers
- Use your mouse to select a 'program' from the drop-down box

Program Selection

Public Housing ▼

2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to select the 'level of information'
1. National
 2. State
 3. Field Office
 4. Metropolitan Area
 5. County
 6. City or Locality
 7. Housing Agency
 8. Project
 9. Congressional District

🔍 **National**

- * For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Families Ending Participation Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Families Ending Participation* report

[Families Ending Participation](#)

3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *Families Ending Participation* report has seven sections of information.

1. Units
2. Income
3. TTP/Household Type
4. Race/Ethnicity/Family Subsidy Status
5. Member's Age
6. Length of Stay
7. Household/Bedroom Size

Data Field	Data Field Definition
UNITS	
Number of End of Participations, Last 12 Months	Number of end of participations with an effective date of action in the last 12 months
Percent of End of Participations, Last 12 Months	Percent of all households with an effective date of action in the last 12 months which are end of participations
INCOME	
Distribution by Last Reported Income, Average Annual (%)	<p>Percent of end of participations whose last reported income was within each Annual Income Category</p> <p><u>Annual Income Categories:</u></p> <ul style="list-style-type: none"> • Extremely Low Income, Below 30% of Median • Very Low Income, 50% of Median • Low Income, 80% of Median • Above Low Income • Income Limit Unavailable <p><u>Excludes:</u> End of participations with \$0 income and those that exceed \$90,000</p>
Income, Average Annual	Average last reported annual income of families who ended participation
Distribution by Last Reported Income (%)	<p>Percent of End of participations whose last reported income was within each last reported Income Category</p> <p><u>Income Categories:</u></p> <ul style="list-style-type: none"> • \$0 • \$1-\$5,000 • \$5,001-\$10,000 • \$10,001-\$15,000 • \$15,001-\$20,000 • \$20,001-\$25,000 • Above \$25,000

Data Field	Data Field Definition
Distribution by Last Reported Source of Income Category (%)	<p>Percent of End of participations whose last reported income was within each Source of Income Category</p> <ul style="list-style-type: none"> Any Wages (includes military pay, federal wage, other wage, own business, and HA wage) TANF/General Assistance SSI/SS/Pension Any Other Income (includes child support, unemployment benefits, Indian trust/per capita, and other non-wage income) <p><u>Includes:</u></p> <ul style="list-style-type: none"> Families with \$0 incomes and those that exceed \$90,000 Source of income missing
TTP/HOUSEHOLD TYPE	
Distribution by Last Reported Total Tenant Payment (%)	<p>Percent of families who ended participation within each last reported TTP Category</p> <p><u>TTP Categories:</u></p> <ul style="list-style-type: none"> \$0 \$1-\$25 \$26-\$50 \$51-\$100 \$101-\$200 \$201-\$350 \$351-\$500 \$501 and Above TTP missing
TTP, Average Monthly (\$)	Average monthly last reported TTP for families who ended participation
Distribution by Last Reported Family Type (%)	<p>Percent of families who ended participation within each last reported Family Type Category</p> <p><u>Family Type Categories:</u></p> <ul style="list-style-type: none"> Age 62 and Over (HOH, spouse, or co-head) Under 62 with Disabilities (HOH, spouse, or co-head, and families not included in the first category) Other Families with Dependents (families not included in first 2 categories) Other Families without Dependents (families not included in first 3categories) All Families with Dependents (this includes families with HOH, spouse, or co-head Age 62 and families with HOH, spouse, or co-head Under 62with Disabilities)
Average TTP by Last Reported Family Type (\$)	Average TTP for families who ended participation within each last reported Family Type Category
RACE/ETHNICITY/FAMILY SUBSIDY STATUS	

Data Field	Data Field Definition
Distribution by Head of Household's Race (%)	<p>Percent of Head of Households (HOHs) who ended participation within each Race Category</p> <p><u>Race Categories:</u></p> <ul style="list-style-type: none"> • White • Black • American Indian or Alaska Native • Asian or Pacific Islander
Distribution by Head of Household's Ethnicity (%)	<p>Percent of HOH's who ended participation within each Ethnicity Category</p> <p><u>Ethnicity Categories:</u></p> <ul style="list-style-type: none"> • Hispanic • Non-Hispanic
Distribution by Last Reported Family Subsidy Status (%)	<p>Percent of families who ended participation within each last reported Family Subsidy Status Category</p> <p><u>Family Subsidy Status Categories:</u></p> <ul style="list-style-type: none"> • (E) Eligible for Full Assistance • (P) Prorated Assistance • (N) Not subject to Noncitizens rule

Data Field	Data Field Definition
MEMBER'S AGE	
Total Number of Last Reported Household Members	Total number of household members for all end of participations
Distribution by Last Reported Household Member's Age (%)	Percent of household members who ended participation within each Age Category <u>Age Categories:</u> <ul style="list-style-type: none"> • 0-5 • 6-17 • 18-50 • 51-61 • 62-82 • 83+
LENGTH OF STAY	
Distribution by Length of Stay (%) <i>Public and Indian Housing only</i>	Percent of families who ended participation within each Length of Stay Category <u>Length of Stay Categories:</u> <ul style="list-style-type: none"> • Moved in Past Year • 1 + to 2 Years Ago • 2 + to 5 Years Ago • 5 + to 10 Years Ago • 10 + to 20 Years Ago • Over 20 Years Ago • Not Reported <u>Note:</u> MTCS calculates the length of stay as the effective date of action less the admission date
HOUSEHOLD/BEDROOM SIZE	
Distribution by Last Reported Household Size (%)	Percent of families who ended participation within each Household Size Category <u>Household Size Categories:</u> <ul style="list-style-type: none"> • 1 Person • 2 Persons • 3 Persons • 4 Persons • 5 Persons • 6 Persons • 7 Persons • 8 Persons • 9 Persons • 10+ Persons

Data Field	Data Field Definition
Average Last Reported Household Size	Average household size last reported for end of participations
Distribution by Number of Bedrooms (%)	<p>Percent of end of participations within each Unit Size Category</p> <p><u>Unit Size Categories:</u></p> <ul style="list-style-type: none"> • 0 Bedrooms • 1 Bedroom • 2 Bedrooms • 3 Bedrooms • 4 Bedrooms • 5+ Bedrooms

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- **The Number and Percent of End of Participations, Last 12 Months** fields indicate the volume of annual turnover in a PHA within the last year. MTCS calculates the Number of End of Participations as all families with an end of participation action in the past year.
- **Distribution by Last Reported Income, Average Annual (%)** reflects the different income categories for all families for whom the PHA submitted an end of participation in past year. This report field can highlight possible reasons why families discontinued participation in assisted housing programs.

4.2. PHA Uses for the Report

- **Monitor reporting rates**

A PHA can use this report to monitor its submission of End of Participation actions for families who no longer receive rental subsidy assistance. A PHA should regularly review this report, especially if it has a reporting rate over 100 percent, to ensure that MTCS has an accurate number of End of Participation records.

For example, the PHA may have a 110 percent reporting rate. After the PHA examines its Families Ending Participation Report, it discovers staff need to send 15 tenant records to MTCS that indicate the families no longer receive housing assistance. Once the PHA submits this data, MTCS will adjust the PHA's reporting rate and maintain a more accurate reflection of the PHA's program activity.

- **Plan and administer programs**

The Families Ending Participation Report provides demographic and income information about families for whom a PHA has submitted End of Participation actions. In the same way that the New Admissions Report identifies information about who moves into assisted housing, the Families Ending Participation Report identifies characteristics of tenants who leave assisted housing. The report is most useful when generated at the PHA and project level.

PHAs can examine data contained in this report to determine why families discontinue participation in a PHA's assisted housing programs. In the excerpt of the Families Ending Participation Report below, this PHA experienced relatively low turnover in the past 12 months (14 percent of all actions).

MTCS – Families Ending Participation Report			
Program: Public Housing		FO123	HA001
Units Information			
Number of End of Participations, Last 12 Months		5,321	267
Percent of End of Participations, Last 12 Months		36	14
Income Information			
Distribution by Last Reported	Extremely Low Income, Below 30% of Median	36	21
Income, Average	Very Low Income, 50% of Median	15	9
Annual (%)	Low Income, 80% of Median	10	12
	Above Low Income	22	35
	Income Limit Unavailable	17	23

However, 35 percent of the families that left the PHA in the past year had incomes at or above 80 percent of median. The PHA would have to investigate this data further but it suggests that a significant number of families reached self-supporting incomes.

4.3. HUD Uses for the Report

- **Monitor PHA reporting rates**

Field Offices and TARCs may wish to access the Families Ending Participation Report during the semi-annual assessment period under Notice PIH 99-2. This report can help HUD offices to evaluate a PHA's reporting rate. For example, the Field Office may discover that a PHA in its jurisdiction has a 125 percent reporting rate. The Field Office can access this report to determine if the PHA's inflated reporting rate may result from infrequent submissions of end of participation data to MTCS.

- **Assess PHA performance and monitor quality**

This report is most useful when generated at the PHA and project level but Field Offices and TARCs may also want to view trends for larger areas such as for the state or Field Office. One local Field Office generated a state-wide report to capture the volume of end of participation activity in Section 8 certificate and voucher programs over the past year.

The data revealed in the report extract below that volume of activity in the state is almost half the national average. Although the national average for end of participations was 11 percent of all PHA actions, in "State" the average was only 6 percent.

MTCS – Families Ending Participation Report		
Program: Section 8 Certificates and Vouchers	National	State
Units Information		
Number of End of Participations, Last 12 Months	140,842	3,030
Percent of End of Participations, Last 12 Months	11	6

The Field Office investigated this data further and discovered that compared to other states, its Section 8 population was much older and more impoverished, and less likely to discontinue participation in tenant-based assistance due to extensive wait list times and an extreme shortage of affordable housing.